



Job Opportunity

State Controller's Office

Position: Program Technician III Limited Term/Full Time (Expires June 30, 2008) | Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: December 8, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Sandra Carrillo, (916) 323-8472

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

* Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-9929-050
1211.RPT 2

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general direction provided by the Supervising Program Technician III, Report Processing Group, Division of Collections, the Program Technician III acts as lead for reviewing and processing Unclaimed Property reports received on electronic media using directives established for the Office of the State Controller. Duties include, but are not limited to, the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Act as the expert resource technician and specialist for the Report Review Section in performing in-depth review and research of complex reporting problems related to compliance to the Unclaimed Property Laws and Regulations, reporting procedures, data specifications, and format specifications;
- Initiate telephone discussions with holders of unclaimed property addressing complex, sensitive issues related to problem reports;
- Research and handle the more complex and sensitive written and telephone communications dealing with uncooperative unclaimed property holders that involve other governmental and legal offices in the escheating of property to the State;
- Prepare correspondence to holders and/or representative of holders explaining specific report problems and reporting requirements, including statutory references to program laws and regulations;
- Provides training and assistance to support staff who review and contact holders for reports containing less complex and/or less sensitive problems;
- Review all statistical reports generated by staff before release to management;
- Provide technical assistance to Reporting Unit support staff by identifying, researching, interpreting, and proposing changes and/or additions to existing software applications;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Assist staff with resolution of difficult and unusual production problems involving report data, program and format errors that prevent the upload of unclaimed property reports;
- Work closely with Information Systems Division to resolve technical and data problems;
- Provide status updates to Unclaimed Property Management regarding unclaimed property problem reports;
- Participate in conference calls to uncooperative holders;
- Assist with gathering data, reviewing, and making recommendations and/or preparing reports to management related to various special projects assigned by the Report Unit Manager;
- Assist management in identifying and prioritizing unclaimed property reports that need immediate processing;
- Assist the Report Unit Manager with the annual review and update of all reporting programs, procedures, INTERNET and printed publications pertaining to the manual reporting procedures.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Sandra Carrillo

Reference 051-550-9929-050, 1211.RPT 2 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).